

APPENDIX I (CONTD)

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Sample RTI Application in Connection with Action on an earlier Application given under Old Age Pension Scheme

Date: —

Enclosed:
IPO/Cha

To

The Public Information Officers

(Address of the Public Authority)

Sub: Application under the RTI Act, 2005

Sir,

(A) Name of Applicant

(B) Address [Give address from where you would like to correspond with the PIO]

I applied for Old Age Pension in your department on _____ (copy of application is attached).
I am yet to receive any reply on the same. Please provide me the following information.

- (1) Daily progress made on my application.
- (2) Names and designations of the officials with whom my application was lying during this period and what action has been taken by that official during that period.
- (3) According to the rules and regulations of your department, what is the stipulated time within which the Old Age/widow pensions should be approved? Please provide a copy of such rules.
- (4) The officials who have not adhered to the time limit mentioned in these rules are guilty of violating these rules. What action will be taken against such officer/employee who have delayed this case beyond stipulated period.
- (5) Please provide Action Taken Report against the defaulting officers/employees.
- (6) List all applications (giving name of applicant and date of application) received in your department regarding Old Age Pension after receipt of my application. Please intimate action taken on each of this application, as of now.

I have deposited initial application fee (Rs. 10/-) vide IPO/Challan/DD No. _____

If you feel that the above requested information does not pertain to your department then please follow the provisions of Section 6(3) of the RTI Act.

Also, as per the provisions of the RTI Act, 2005 please provide the details (name and designation) of the first appellate authority with respect to your department with the reply to the above request, where I may, if required file my first appeal.

Thanking you.

Signature: _____

Name: _____

Postal Address: _____

Date: _____

Enclosed:

IPO/Challan/DD No. _____

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